

SECRET**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 22 October 1957

FROM : Chief, Orientation Faculty

CONFIDENTIAL

SUBJECT: Weekly Activities Report #43, 16 - 22 October 1957

25X1

25X1

1. Significant Items:

25X1

a. The Special Orientation course for Support Personnel at [] was given on 16-17 October. [] flew down the evening of 15 October to be on hand for the beginning of the course the next morning. [] joined him in mid-morning of the 16th and [] in mid-morning of the 17th. [] returned on the afternoon of the 17th and [] on the afternoon of the 18th.

25X1

25X1

25X1

Careful preparation by the IO staff and the complete cooperation given by the staff at [] resulted in the course running with exceptional smoothness. [] was advised by [] that the course was more than satisfactory in meeting the requirements of the employees who attended.

25X1

b. On Monday, 21 October, the Intelligence Orientation faculty was moved into its new quarters. [] moved to the former office of the Chief, Intelligence School; the rest of the faculty and [] now are quartered in the rooms at the west end of the second floor of R&S. This illustrates a maximum utilization of space, inasmuch as the faculty and one secretary of IO now occupy approximately the same amount of space as a short time ago was occupied by three instructors.

25X1

2. Other Activities:

25X1

a. [] conferred with [] of the A&E Staff on October 21 and 22 concerning results of an item analysis which A&E ran on the Intelligence Orientation Examination. A third conference is scheduled for Wednesday, 23 October, and others will be held in the future. Forty of the test questions will have been completely examined and the necessary revisions made for IO #15 and the remaining forty for IO #16.

SECRET

SECRET

25X1

b. A new manual, The National Intelligence Process, has been completed by [] and is presently in the hands of the printers. The manual is designed to show the integration of the various elements of CIA and the rest of the Intelligence Community in terms of the Production of National Intelligence.

25X1

c. [] attended a briefing on Thursday 17 October in 117 Central on "Presentation of Presentations." The content was of marginal interest to the Orientation Faculty.

25X1

3. Personnel Notes:

25X1

a. The staff was saddened to learn of the death of [] on Wednesday, 16 October. [] is on annual leave until necessary family arrangements are completed.

25X1

25X1

b. [] may be called to Chicago at any moment by the critical illness of his father.

25X1



SECRET